



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 1.1.3	Subject: ORGANIZATION & RESPONSIBILITY	
Reference: DOC Policy No. 1.1.3		Page 1 of 1
Effective Date: November 1, 1996	Revision Date: (new effective date) May 13, 2009	
Signature / Title: /s/ Mike Mahoney / Warden		

I. PURPOSE

To maintain a current organizational chart that accurately reflects the organizational structure of Montana State Prison.

II. DEFINITIONS

None

III. PROCEDURES

- A.** The Warden or designee will develop and maintain a current organizational chart that reflect the positions and titles of all Montana State Prison employees, and the subsections of the organization in which they work, by function, service, or activity.
- B.** The organizational chart will represent, by physical placement of properly identified and orientated blocks and lines, staff functions within Montana State Prison.
- C.** The chart will group similar functions and provide a clear picture of the chain of command from line positions to the Warden.
- D.** In addition to this chart, Human Resources staff will maintain a current listing of all employees, job titles, and position descriptions, which will be keyed to the chart for easy reference.
- E.** The organizational chart and supporting materials will be reviewed by management staff at least once a year, and must be updated as necessary.

IV. CLOSING

Questions concerning this operational procedure will be directed to the Warden.